

Vacancy Announcement
Department of Justice - United States Attorney's Office
District of Maryland

TITLE, SERIES, GRADE: Auditor, GS-0511-13

SALARY RANGE: GS-13 \$74,782 per year - \$97,213 per year (Includes 2005 locality pay adjustment)

WORK SCHEDULE: Full-Time

PROMOTION POTENTIAL: None

VACANCY ANNOUNCEMENT NUMBER: 05-MD-03

OPENING DATE: 04/19/2005

CLOSING DATE: 05/06/2005

DUTY LOCATION(S): U.S. Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor, Baltimore, MD 21201

NUMBER OF VACANCIES: One (1) Vacancy.

CONTACT: Timothy Garrett

Phone #: (410) 209-4934

TDD #: (410) 962-4462

Send your application package to: Complete application packages may be sent via facsimile to the USAO, attention Tim Garrett, (410) 962-0122; via electronic mail to USAOMD.Jobs@usdoj.gov; or via regular or express mail to: U.S. Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor, Baltimore, MD 21201, Attn: Tim Garrett. Incomplete applications may not be considered.

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered.

WHO MAY APPLY: Government-wide (Local Commuting Area) - Permanent competitive service employees in the Federal government in the local commuting area and persons eligible for non-competitive appointment under a special hiring authority (See #7 of this announcement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area also may apply.

DUTIES: Serves as the expert for the district's auditing and accounting services in support of Organized Crime Drug Enforcement Task Force (OCDETF) investigations. Independently or as a part of an investigative team, plans and conducts complicated financial analyses to determine violations of Federal statutes, including narcotics distribution, narcotics conspiracy, money laundering, structuring, tax violations, and asset forfeiture. Applies applicable federal, state, or local laws in making decisions on the direction and scope of the audit. Cases assigned vary in scope and complexity, but characteristically involve the most difficult and complex financial issues prosecuted by the United States Attorney's office. Cases involve extensive problem definition, planning, and coordination with Assistant United States Attorneys (AUSAs); analyzing and auditing a large variety of financial records and systems; and reconstructing partial or inadequate records of financial transactions. Responsible for providing accurate reports in their interim and final stages on the progress of investigations for use by AUSAs and supervisory attorneys, including detailed charts and schedules to illustrate analysis. May perform other related duties as assigned.

TRANSIT SUBSIDY PROGRAM: The Mass Transit Administration (MTA) monthly transit subsidy may be available to those U.S. Attorney Office employees utilizing public transportation, including MTA buses, lightrail, metro, and MARC train. The monthly subsidy is the amount equal to the employee's actual commuting cost, not to exceed \$105.00.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS – Candidates must possess a four year degree in accounting or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting (the 24 hours may include up to 6 hours of credit in business law) OR a combination of education and experience which includes at least 4 years of experience in accounting or auditing and one of the following: 24 semester hours in accounting or auditing courses; a certificate as a Certified Public Accountant or Certified Internal Auditor obtained through written examination. In addition, candidates must have one year of specialized experience equivalent to the GS-12 level to qualify for the GS-13. Specialized experience includes auditing work, which involves conducting financial investigations and auditing records, preferably to determine whether there have been statutory violations.

Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan may be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities:

1. Knowledge of accounting and auditing principles, techniques, and practices. (Describe your expertise conducting in-depth investigative accounting assignments.)
2. Ability to analyze data and conduct complex financial accounting examinations. (Provide examples of the nature of the examinations, investigative steps taken, and results achieved.)
3. Ability to work with computer software for organizing and analyzing data. (Describe software utilized and your level of involvement.)
4. Ability to communicate orally. (Describe your experience in oral communications- specifically

dealing with reviewing and analyzing the financial and management operations of business entities or individuals and explaining the results of those analyses to diverse groups of individuals.)

5. Ability to communicate in writing (Describe the documents composed.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. It is suggested that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the Office of Personnel Management (OPM) website at <http://www.usajobs.opm.gov/forms.htm>.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

--A copy of most recent, official college transcripts.

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration,

dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION-

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified you will be considered for the highest grade qualified.

Payment of relocation expenses will not be authorized in accordance with applicable regulations.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.